



## POSITION VACANCY ANNOUNCEMENT 17-FTNGD -13

**Opening Date: 3 March 2017**

**Closing Date: 17 March 2017**

**BRANCH OF SERVICE:** ARMY NATIONAL GUARD

**POSITION TITLE:** Drug Testing Coordinator

**LOWEST/HIGHEST GRADE AUTHORIZED** SGT/E-5 thru SFC/E-7

**DURATION OF ASSIGNMENT:** 22 Mar – 30 Sep 17 with further duty in FY 18 depending upon funding. This position is Full-Time National Guard Duty (FTNGD) (Formally ADOS) and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

**ORGANIZATION:** Deputy Chief of Staff, Personnel

**SELECTING OFFICIAL:** COL. John Weber  
Deputy Chief of Staff, Personnel  
6711 (1-605-737-6711)  
john.p.weber.mil@mail.mil

**LOCATION:** Rapid City, SD

**Announcement does not constitute commitment to fill position.**

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### **POSITION DESCRIPTION:**

- Prepare random, mandatory testing and other test rosters as necessary for use in conducting the State's urinalysis collections.
- Receive the State's drug test results from the Forensic Toxicology Drug Testing Laboratory web portal.
- Order Commanders drug testing reports as needed.
- Prepare and conduct certification training for Unit Prevention Leaders (UPL) that meets the DA UPL Certification Testing Program (CTP) standards, to include shipping and deployment.
- Manage the State's Drug Testing Portal (DTP) automation program.
- Manage drug testing supplies and expenditures.

### **QUALIFICATION REQUIREMENTS:**

- a. Other: Applicants must be able to complete the determined tour of military duty prior to ETS. Applicants must have reliable transportation and live within fifty (50) miles of the duty station. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Position may require weekend, holiday or evening hours.
- b. Applicant must pass a background investigation.

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501[If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard  
HUMAN RESOURCE OFFICE  
ATTN: SSG James Blackwell  
2823 West Main Street  
Rapid City, SD 57702-8170

**FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD:** Applicants should notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

**EQUAL OPPORTUNITY:** The South Dakota National Guard does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender), national origin, political affiliation, sexual orientation, marital status, retaliation, parental status, or other non-merit factor. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.